

**REQUEST FOR PROPOSAL**  
**CHILDREN IN NEED OF SUPERVISION (CINS) PROGRAM**

Issued by:

Harford County Department of Community Services,  
Local Management Board

319 South Main Street  
Bel Air, MD 21014  
410-638-3166

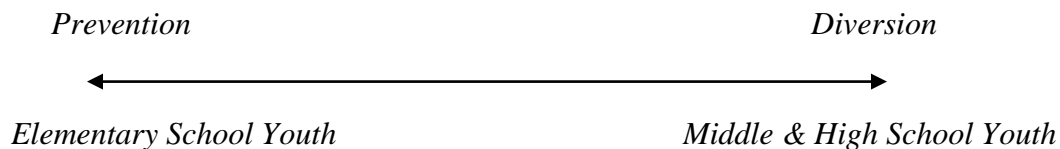
<http://www.harfordcountymd.gov/services/stimulus/>

**March 11, 2014**

## Section I. Objective of Request for Proposal

### 1.1 Summary Statement

The Harford County Department of Community Services, Local Management Board, hereinafter referred to as “LMB,” has funding available to provide comprehensive services to children identified as Children in Need of Supervision (CINS) (see Section 4.1 Definitions). The offeror shall determine which component(s) of the CINS continuum they are interested in addressing: *prevention*, *diversion* or both *prevention and diversion*.



**CINS Prevention:** serves elementary-age youth that have been identified as exhibiting disruptive behavior or presenting behaviors such as acting out or withdrawing at home, school or in the community. The focus of the program is to intervene early at a point in time when the identified issues are more amenable to intervention. It is reasoned that for the youth served in the CINS Prevention program, the majority will derive certain measured benefit with the ultimate goal of deterring them from the need for more intensive services or possible involvement in the juvenile justice system at a later point in their lives.

**CINS Diversion:** serves middle and high school-age youth at risk of becoming formally involved, or further involved, in the juvenile justice system. Referring criteria include if the youth is found to be a) habitually truant from school; or b) is habitually disobedient, ungovernable and beyond the control of the person having custody of him; or c) departs himself as to injure or endanger himself or others; or d) has committed an offense applicable only to children e) youth in crisis and/or at-risk for entry into youth placement systems.

The offeror should make clear in their proposal whether they are interested offering services solely to elementary-age youth in the area of prevention, to middle and high school-age youth in the area of diversion, or to provide both prevention and diversion services and therefore serve youth kindergarten through 12<sup>th</sup> grade. Complete and submit the cover sheet provided on page 16 of this RFP to designate this decision.

## 1.2 Terms of Contract

A contract will be awarded for a 12-month period during FY 2015 from July 1, 2014 through June 30, 2015, with an option to renew the contract pending favorable outcomes and available funding to do so.

### 1.3 Issuing Office

The point of contact for purposes of this Request for Proposal (RFP) is the issuing office presented below:

Harford County Department of Community Services, Local Management Board

319 South Main Street  
Bel Air, MD 21014  
410-638-3166  
[LMB@harfordcountymd.gov](mailto:LMB@harfordcountymd.gov)

#### 1.4 Eligibility

Private, nonprofit organizations listed under IRS #501(c) (3), interested in providing services to at-risk youth in Harford County.

#### 1.5 Questions

All questions regarding this RFP should be directed to [LMB@harfordcountymd.gov](mailto:LMB@harfordcountymd.gov) or 410-638-3166. Questions must be received by 5:00 pm on Tuesday, April 22, 2014. A compilation of all questions received and their answers will be available online beginning Thursday, April 24, 2014 at: <http://www.harfordcountymd.gov/services/stimulus/>

#### 1.6 Closing Date

Five (5) hard copies of the proposal must arrive at the Issuing Office **no later than 5:00 pm on Friday, May 2, 2014** in order to be considered. Vendors can either hand deliver or send their hard copy submission via US mail. No binders or folders, please. Vendors who mail their submission should allow sufficient mail delivery time to ensure timely receipt by the Issuing Office. Proposals that arrive after the deadline or unsolicited amendments to proposals cannot be accepted or considered.

In addition to the hard copy version, an electronic version of the proposal must be submitted by the deadline to [LMB@harfordcountymd.gov](mailto:LMB@harfordcountymd.gov). The electronic version of the proposal shall be submitted as one (1) Word document file. Please do not:

- Submit the electronic version of the proposal as multiple individual files;
- Zip the file;
- Send as a PDF or another format

#### 1.7 Acceptance of Proposal Content

The content of this RFP and the proposal of the selected vendor will be included by reference in any resulting contract. All prices, costs, terms and conditions in the proposal shall remain fixed and valid for 90 days after the closing date. This period may be extended by written mutual agreement between the vendor and the LMB.

## **Section II. General Information**

#### 2.1. Purpose

The overall purpose of this RFP is to provide information to vendors interested in preparing and submitting a proposal to meet the requirements for contractual services described herein.

#### 2.2 Revisions to the RFP

If it becomes necessary to revise this RFP, amendments will be posted at <http://www.harfordcountymd.gov/services/stimulus/>. Interested vendors should check this site regularly for any revisions.

### 2.3 Cancellation of RFP

The LMB may cancel this RFP, in whole or in part, whenever this action is determined to be fiscally advantageous to the organization or otherwise in its best interest.

### 2.4 Proposal Acceptance

The LMB reserves the right to accept or reject any and all proposals, in whole or in part, received in response to this RFP, or to waive or permit cure of minor irregularities to serve the best interests of the organization.

### 2.5 Definition of Offeror

An offeror is defined as a vendor who prepares and submits a proposal in response to this RFP, seeking to be selected by the LMB to enter into an agreement to provide the services described herein.

### 2.6 Additional Information

Offerors who submit proposals may be required to provide additional information orally or in writing or to submit to a site inspection by the LMB in order to clarify or document their proposals.

### 2.7 Incurred Expenses

The LMB will not be responsible for any costs incurred by any offeror in preparing and submitting a proposal in response to this RFP.

### 2.8 Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the vendor's proposal for meeting the requirements of this RFP.

### 2.9 Contractor's Responsibilities

The LMB will enter into contractual agreement with the selected vendor only. The selected vendor shall be responsible for all services as required by this RFP. Subcontractors, if any, must be identified and a complete description of their role relative to the proposal must be included. Joint proposals will be accepted only if one party assumes the responsibility of prime contractor.

### 2.10 Document Ownership

In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the LMB and may not be removed by an employee of the vendor without the written permission of the LMB. Proposals received for all other offerors in response to this RFP will become the property of the LMB and will not be returned to the offeror. The LMB shall have the right to use any or all ideas or adaptations of the ideas presented in any proposal received in response to this RFP. Selection or rejection of the proposal will not affect this right.

### 2.11 Program Ownership

The LMB retains all rights to the program. Any company literature developed by the vendor with regard to the program must contain a reference to the LMB as the primary planning and funding agent.

#### 2.12 Personnel

The key personnel identified in the vendor's proposal are considered to be essential to the work being performed under this RFP. Prior to diverting any of the specified individuals to assignments other than this project, the vendor shall notify the LMB of its intent 30 days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact on the project. No diversion shall be made by the vendor without the written consent of the LMB. In circumstances where a key employee discontinues their employment with the vendor, it is the vendor's responsibility to notify the LMB immediately via phone upon receiving such notification. Further, it is the vendor's responsibility to provide the LMB, within five days, a written plan with timeline as to staff replacement. Replacement of any personnel shall be with personnel of substantially equal ability, qualifications and experience.

#### 2.13 General Contractual Conditions

The laws of the State of Maryland shall govern any contract resulting from this RFP.

#### 2.14 Terms of Payment

The vendor shall submit invoices on a monthly basis. Payment will be made upon certification of satisfactory performance. All billing shall be submitted by the 15<sup>th</sup> of the month for the previous month's services. Failure to provide timely invoices may result in delay of payments.

#### 2.15 Contract Award

The contract shall be awarded on the basis of the quality of the program Narrative including Results-Based Accountability factors (see Section 4.10), feasibility of its implementation, and overall cost of the program, including the case rate per child.

#### 2.16 Compliance with Law

By submitting a proposal in response to this RFP, the offeror, if selected for award, agrees to comply with all federal, state and local laws applicable to its activities and obligations under the contract.

#### 2.17 Criminal Background Investigations

According to Maryland law, all personnel working with children must have a criminal background investigation. The selected vendor shall provide documentation certifying to the LMB, in a timely manner, that all personnel serving children pursuant to the contract are in compliance with this requirement. Such certification shall be made on an ongoing basis as new employees are hired to work in the program. In addition, the LMB reserves the right to conduct on-site monitoring to ensure compliance. Such monitoring shall not abrogate the vendor's responsibility to provide ongoing, timely certification to the LMB.

#### 2.18 Audit

The vendor shall provide a copy of an independent financial audit, which shall be forwarded to the LMB no later than 120 days after the close of each of the vendor's most recent fiscal years.

#### 2.19 Acceptance of Terms and Conditions

By submitting a proposal in response to this RFP, the offeror shall be deemed to have accepted all the terms, conditions and requirements set forth in this RFP unless otherwise clearly noted and explained in its proposal.

#### 2.20 Termination and Renewal

A 30-day transition period will be required 30 days prior to the end of the contract for termination or non-renewals. The vendor shall not cease accepting referrals at any time during the contract without consulting the LMB in advance and obtaining written approval. Contract renewals shall be based on satisfactory performance and compliance with all contractual obligations. Renewal of contract shall be subject to negotiation by the LMB.

#### 2.21 Federal HIPAA and State Confidentiality Law

The selected vendor acknowledges its duty to review and comply, to the extent applicable, with all requirements of the federal Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. § 1320d et seq. and all implementing regulations including 42 CFR Part 2, 45 CFR Parts 142, 160 and 164. The contractor also agrees to comply, where applicable, with the Maryland Confidentiality of Medical Records Act (MCMRA), Md. Health-General §4-301 et seq. This obligation includes, but is not limited to adhering to the privacy and security requirements entailed for protected health information under federal HIPAA and State MCMRA, making the transmission of all electronic information compatible with the federal HIPAA requirements, and otherwise providing good information management practices regarding all health information and medical records. Protected Health Information as defined in the HIPAA regulations at 45 CFR 160.103 and 164.501, means information transmitted as defined in the regulations, that is individually identifiable; that is created or received by a healthcare provider, health plan, public health authority, employer, life insurer, school or university, or healthcare clearinghouse; and that is related to the past, present, or future physical or mental health or condition of an individual, to the provision of healthcare to an individual. The definition excludes certain education records as well as employment health records by a covered entity in its role as employer.

### **Section III. Background**

#### 3.1 Issuing Office

The Harford County Local Management Board is a program of the Harford County Government Department of Community Services with an active Board of Directors, appointed by the County Executive.

The **vision** of the LMB is for Harford County to be a community where all families share opportunities equally and all children are safe, healthy, valued, cared for, and respected.

The **mission** of the LMB is to assess community assets and needs, facilitate the development of services, and to monitor, evaluate, and continually improve outcomes for children, youth, and families.

The LMB believes that children and families are important in our society, and as such, they need and deserve to have a system of services that is:

- Responsive
- Integrated
- Comprehensive
- Easily Accessible
- Focused on Prevention and Early Intervention
- Innovatively Designed
- Provided in a Respectful Manner
- Empowering
- Outcome Focused
- Culturally Competent

## **Section IV. Specifications**

### **4.1 Definitions**

**Children in Need of Supervision (CINS):** A child who requires guidance, treatment or rehabilitation and a) is required by law to attend school and is habitually truant; or b) is habitually disobedient, ungovernable and beyond the control of the person having custody of him; or c) deprives himself as to injure or endanger himself or others; or d) has committed an offense applicable only to children. *Court and Judicial Proceedings 3-801 (f)*. See also Incurable, Status Offense, Runaway.

**Incurable Juvenile:** A child who is habitually disobedient, ungovernable and beyond the control of the person having custody of him.

**Status Offense:** An act or conduct which is declared by statute to be an offense, but only when committed or engaged in by a juvenile, and which can be adjudicated only by a juvenile court.

**Runaway:** A juvenile who has, or who has been adjudicated to have, committed the status offense of leaving the custody and home of his parents, guardians or custodians without permission and failing to return within a reasonable amount of time.

### **4.2 Scope of the Project**

CINS programs will serve youth at school, in the home and in the community. It is intended that these services be provided by a licensed social worker or therapist, hereinafter referred to as the “provider.” Services include, but are not limited to: crisis intervention, addressing parent/child conflict issues, teaching pro-social skills, improving relationships between the family and school, providing guidance on behavior modification, teaching anger management and stress reduction skills, linking families with community resources, and advocating for school/environmental needs. All children referred to this program will receive an initial assessment to determine areas of need.

The program seeks to identify and provide appropriate, individualized services aimed at increasing protective factors and decreasing risk factors associated with delinquency related behavior. Children served by a CINS program shall have a full array of services available to them and their families, including but not limited to, individual and family counseling, group sessions, parenting classes, mentoring, tutoring, crisis intervention, problem-solving, conflict

resolution, anger management, home visits, life skills planning and referral for other specialized programs as needed. Services shall be provided for up to 90 days with an extension of 30 additional days, according to the individual needs as identified at intake. An individualized service plan shall be developed for all accepted referrals with the overall goal of improving the well-being of each child and his or her family.

#### 4.3 Referral Source

Children (and their families) may be referred by one of the following agencies: Department of Juvenile Services, Department of Social Services, Harford County Public Schools, Office on Mental Health, or the Health Department. Referrals may also originate from the Local Care Team (LCT) and from within the court system. Referrals shall be forwarded directly to the selected vendor. The vendor is responsible for working consistently with each referring agency on an ongoing basis to maintain a highly organized and well-run referral process that results in children and families receiving the services they need in an individualized, timely and responsive manner. The vendor shall not cease accepting referrals at any time during the contract unless prior communication is made with the LMB and the LMB provides written approval in advance.

#### 4.4 Intake and Assessment

For the CINS Diversion Program, new admissions to the Center for Educational Opportunity (also known as the Alternative Education School) will be referred as appropriate. With parental consent, the therapist will provide a thorough bio-psycho-social assessment and resource referral and/or referral for admittance to the CINS Diversion Program to the student, family, and school (with parental permission) at that time. Upon receipt of a referral for CINS Prevention, the assigned provider will contact the family to schedule an initial home visit and explain the purpose of the program. The provider of CINS Diversion (when admitting to the program) or CINS Prevention will utilize one of the following tools to complete an intake assessment as part of the initial face-to-face meeting. The offeror may propose another assessment not listed below as well. This assessment must be evidence-based and approved by the LMB. The chosen assessment must continually measure youth progress and provide outcome data on the extent to which family functioning improved over the course of service provision.

##### (A) Child and Adolescent Needs and Strengths (CANS)

The CANS is a tool that supports decision making and helps providers determine the appropriate level of service, and specific areas of need that a family presents. Information about the CANS and becoming trained in its implementation can be found at <http://www.praedfoundation.org/About%20the%20CANS.html> and <http://www.cans.umaryland.edu/>.

##### (B) Child and Adolescent Functional Assessment Scale (CAFAS)

The CAFAS is an evidence-based model which assesses the degree of impairment in youth with emotional, behavioral, psychiatric or substance use problems. The CAFAS has a fee associated with it that the vendor will need to account for in their budget (\$400 annual fee + \$295 for 100 assessments). More information about the CAFAS is available online at <http://www.fasoutcomes.com/Content.aspx?ContentID=12>



#### 4.5 Implementation of Service

Following the determination to provide services to a child and family, the provider shall convene a team meeting consisting of the child, family, agency personnel and any other individuals who know the child and are involved in his or her life. Team meetings shall subsequently be held regularly for the duration of time the child is in the program. Based on the outcome of the intake assessment, the provider will offer services to meet the needs of the child and family, providing linkage to appropriate community-based resources as needed.

The provider can access resources through the Local Access Mechanism, including the Department of Community Services Resource Guide (<http://www.harfordcountymd.gov/services/guide.cfm>), the Maryland Helpline through United Way (<http://www.211.org/>) or by linking the family to Family Navigation services in Harford County through the LMB. The provider shall also provide information to families they serve on the Food Supplement Program (formerly food stamps), the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Free and Reduced Price School Meals Program and the Earned Income Tax Credit (EIC) program, as needed (see Attachment #1).

Characteristics of the program include services that are:

- Accessible
- Home, school and community-based
- Family-centered
- Responsive
- Flexible
- Culturally sensitive
- Individualized
- Comprehensive
- Based on strengths and needs of the family
- Based on family involvement and empowerment
- Responsive to gender-specific issues

#### 4.6 Program Discharge

Upon discharge from the program, each family and referring worker shall be provided with a satisfaction survey. Surveys should be provided along with an envelope addressed to the Harford County Local Management Board.

#### 4.7 Location of Services

The provider shall be contracted to serve families in the home, school and community. The following schools are proposed to receive services in FY2012, however final decisions of service area will be made by the LMB in consultation with the selected vendor and school.

CINS Prevention:

- Bakerfield Elementary School
- Church Creek Elementary School
- George D. Lisby Elementary School
- Meadowvale Elementary School

- Prospect Mill Elementary School
- Roye Williams Elementary School
- Red Pump Elementary School

CINS Diversion:

- Alternative Education Middle & High School

For any offeror that plans to provide diversion services, a space will be provided for one full-time provider (or more than one provider whose hours will collectively equate to full-time) onsite at the Alternative Education School. The Alternative Education School, located at 253 Paradise Road in Aberdeen, provides an alternative to a traditional school environment for middle and high school-age youth who have experienced crisis, have dropped out of school or have not been successful in a traditional school environment.

Alternative Education staff will have the opportunity to direct youth to the CINS provider during set office hours that are established in collaboration with the chosen vendor and school administration. The provider will offer immediate assessment, stabilization and referral services to youth attending the school. These services shall not be limited to clients enrolled in the CINS program. Students attending Alternative Education come from all parts of the county. The provider will also be expected to spend time off-site in order to best meet the needs of families enrolled in the program by providing services at their home or in the community.

As Alternative Education has non-traditional program hours (detailed below), the chosen diversion vendor should be aware of and plan their hours accordingly. In particular, it is anticipated that coverage be provided during the evening program at least twice per month, or as otherwise agreed upon by the selected vendor and the school.

**Alternative Education Day Program**

Monday, Tuesday, Thursday, Friday – 10:15am-4:30pm  
Wednesday – 12:15pm-4:30pm

**Alternative Education Evening Program**

Monday-Thursday – 5:15pm-7:15pm

**4.8 Number of Children to be Served**

The established service goal is a minimum of 100 families in FY15, 50 served by CINS prevention and 50 served by CINS diversion, or as otherwise agreed to by the LMB and chosen vendor(s).

**4.9 Duration and Intensity of Service**

The offeror shall explain in detail the clinical model proposed including the type of service that will be provided, and specific activities that will be performed. The offeror's proposal should include the following details:

- Number of face-to-face service hours per client and family each week
- Average/maximum number of days of service provided to each client and their family
- Number of families in a provider's case load

- Number of providers proposed to serve the target number of families

#### 4.10 Results-Based Accountability

Results-Based Accountability is an evaluation method that helps gauge program performance. This method focuses on the ideal end conditions for families receiving services. Indicators are used to measure these conditions and set baselines, or target goals for family functioning. Performance measures are used to determine: *How much did we do? How well did we do it? Is anyone better off?*

#### **CINS Prevention Performance Measures:**

##### **How much did we do?**

Measured by:

- Number of clients served
- Number of youth admitted for on-going counseling
- Number of youth referred crisis/assessment only

##### **How well did we do it?**

Measured by:

- Percent of families satisfied or better with the program
- Percent of clients completing services (# completed services/# admitted into the program)
- Percent of families who state they are satisfied with the work of the clinician

##### **Is anyone better off?**

Measured by:

- Percent of clients, for who violent incidences have been a problem, that demonstrate a decrease in violent incidences in the home and the school based on parent and teacher surveys administered at the close of service
- Percent of children who maintained or improved school attendance during service delivery as compared to the previous marking period
- Percent of families who report an improved relationship with the school, based on parent survey at the close of service
- Percent of youth who demonstrate increased functioning in two or more domains of the CANS as administered at the start, middle and close of service

#### **CINS Diversion Performance Measures:**

##### **How much did we do?**

Measured by:

- Number of youth served
- Number of youth served with assessment and referral only
- Number of youth served with crisis only services
- Number of youth referred to the program

##### **How well did we do it?**

Measured by:

- From returned surveys, percent of families satisfied or higher with services received
- Percent of clients completing formal counseling services (# completed services/# admitted into the program)
- From the returned surveys, percent of families receiving formal counseling services who were satisfied with the work of the clinician
- Number of referrals made to other services or community resources

**Is anyone better off?**

Measured by:

- Percent of clients diverted from formal juvenile justice involvement during service delivery
- Percent of clients, for whom running away has been a problem, who show a decrease in incidence of running away behavior during service delivery
- Percent of clients who maintained or improved school attendance during service delivery
- Percent of clients who maintained or improved their GPA during service delivery as compared to the previous marking period

**4.11 Contractor Reporting**

Monitoring shall occur throughout the provision of service. An initial assessment, progress reports and discharge summary shall be developed by the contractor. Utilizing a report format developed in collaboration with the LMB, evaluation/outcome reports shall be submitted to the contract monitor on a quarterly basis. These quarterly reports will track the progress of measureable outcomes referenced above.

**4.12 Role of the LMB**

The LMB is responsible for

1. Providing oversight to the contract including:
  - Ensuring timely receipt of thorough reports
  - Monitoring and evaluating process and outcome data
  - Reviewing records of children served
2. Maintaining programmatic and fiscal accountability, including report preparation for the Governor's Office for Children.

**Section V. Requirements for Proposal Preparation**

**5.1 Section I: Narrative**

The Narrative portion of the proposal should be prepared in a clear and concise manner. Submissions are limited to fifteen (15) pages, 12-point Times New Roman font, single spaced, with one inch (1") margins throughout. Documents that do not count in the 15 page total include:

- Cover Letter
- References
- Budget

- Budget Narrative
- Appendices

Appendices are limited to those documents (or portions of documents) that are necessary to support the proposal.

Proposal submissions should be organized in the following format. A cover sheet (see page 16) must be included with all copies of the proposal:

**A. Cover Letter (2 points)**

The cover letter should be prepared on the offeror's letterhead. The letter must be signed by an individual who is authorized to bind the offeror's organization to all statements, including services and budgetary information contained in the proposal. The signed version of the cover letter does not need to be submitted electronically.

**B. Management Summary (10 points)**

This section should contain a description of the offeror's organization and its qualifications to provide the requested services. Include the organizational history, related experience, personnel professional competency and education. Resumes or job descriptions of key staff should be included as appendices.

**C. Understanding of the Problem (10 points)**

In this section the offeror should demonstrate a strong understanding of the nature and scope of the work involved. Include relevant supportive data (e.g. target population, geographic area, identified needs, impact).

**D. Proposed Service (45 points)**

This section should outline a sound and workable plan of action that includes timelines and resources. Explain how the offeror plans to provide high quality therapeutic and support services to the target population of at-risk youth, including specific strategies to be implemented (see 4.9, Duration and Intensity of Service). Include in this section information on how federal nutrition programs will be shared with clients served (see Attachment #1). Also provide information on how potential cultural and linguistic barriers will be addressed. Lastly, explain how future sustainability of this program is to be achieved including how the offeror plans to incorporate other funding sources (in-kind, billing, additional funders) and how they will make adjustments if awarded funding is reduced.

**E. Results-Based Accountability (30 points)**

This section should outline how your organization will know if it has achieved the goal of improving the ability of CINS children to function successfully in their home, school and community. Discuss how your organization will measure the results and evaluate progress using Results-Based Accountability (see section 4.10). Include in this section an explanation of the level of research evidence available for the proposed program. Explain whether the program is an EBP, Promising Practice or has Practice-Based Evidence (see Attachment #2).

**F. References (3 points)**

The offeror must supply a minimum of three current letters of reference to support this proposal.

## **5.2 Section II: Budget and Budget Narrative**

The financial component of the proposal is to contain a Budget with all financial information for the services proposed as well as a Budget Narrative that provides sufficient detail to the Budget. Offerors are encouraged to identify and include additional in-kind resources and matching funds to contribute to the total program cost. Offerors that identify supplemental funding sources in their budgets may be awarded additional points in the scoring of proposals. The selected vendor will also be required to utilize medical assistance and private insurance to reimburse for eligible services, as applicable.

## **Section VI. Evaluation Criteria**

### **6.1 Evaluation Committee**

An Evaluation Committee established by the LMB will evaluate all proposals received by the closing deadline. The committee may request additional information from an offeror either orally or in writing.

After the established due date, a Register of Proposals shall be prepared that identifies each offeror. The Register of Proposals shall be open to the public for inspection upon written request.

### **6.2 Qualifying Proposals**

The committee shall review each proposal for compliance with the feature requirements in Section IV (Specifications), Section V (Requirements for Proposal Preparation) and with all other necessary requirements of this procurement. Failure to comply with any requirements may disqualify an offeror's proposal. The LMB retains the right to waive a requirement when it is in its best interest to do so. Written notice of the waiver of a requirement will be given to every offeror whose proposal is deemed acceptable, with the opportunity to submit a best and final offer, if necessary.

### **6.3 Evaluation of the Narrative**

The committee shall first conduct its evaluation of the technical merit of the proposals. Scoring by the Evaluation Committee of each proposal shall be in accordance with the Evaluation Criteria included under Section VI. 6.4. Minor irregularities in proposals which are immaterial or inconsequential in nature may be waived or cured whenever it is determined to be in the best interest of the LMB. A technical score of 70 points is required for a proposal to be judged as qualifying. All proposals that fail to obtain this rating will be judged non-qualifying and will be excluded from further consideration in the awarding of the contract.

### **6.4 Criteria for Technical Evaluation**

The Evaluation Committee will utilize the following criteria in scoring the Narrative. Total scoring will be adjusted according to the points indicated with the major criteria. The maximum score for the Narrative is 125 points.

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
A. Cover Letter	2 points
B. Management Summary	10 points
C. Understanding of the Problem	10 points
D. Proposed Service	45 points
E. Results-Based Accountability	30 points
F. References	3 points
Extra weight for in-kind or matching funds	25 points

#### 6.5 Criteria for Financial Evaluation

The cost per child or case rate of each offeror's Budget will be evaluated. Once the lowest case rates have been determined, all other proposals will be measured against those costs along with a comparison of the quality of services proposed.

#### 6.6 Final Evaluation and Recommendation for Award

The Evaluation Committee will make a recommendation for award of the contract to the responsible, qualifying offeror whose proposal is determined to be the most advantageous to the LMB based on the results of the final technical and financial evaluations.

### **Section VII. Debriefing**

Offerors shall be notified about the outcome of the proposal review upon completion of the evaluation process and successful selection of a vendor. Offerors not selected may request feedback from the LMB regarding their proposal by submitting a formal request in writing. Feedback provided shall consist of average scores in each criterion for their submission including the total average score as well as general comments. Information will not be provided on proposals submitted by other offerors.

### **Section VIII. RFP Timeline**

Proposals are due to the Issuing Office by 5:00 pm on May 2, 2014. Upon execution of the Community Partnership Agreement between Harford County and the Governor's Office for Children the selected vendor and all other proposal offerors will be notified. The selected program will begin upon execution of the awarded contract.

**Harford County Department of Community Services,  
Local Management Board**

**Cover Sheet**

Date of proposal submission: \_\_\_\_\_

Name of applying organization: \_\_\_\_\_

Primary contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Application Type (check one):

- ☐ CINS Prevention (Elementary School only)
- ☐ CINS Diversion (Middle & High School only)
- ☐ CINS Prevention & Diversion (Elementary, Middle & High School)



**Harford County Department of Community Services,  
Local Management Board**

**Budget: Children In Need of Supervision (CINS) Program**

Name of Organization: \_\_\_\_\_

- A. Complete the following Budget form for the services proposed in the Narrative for FY2012 (July 1, 2014-June 30, 2015).

**Proposed Budget FY2015**

<b>Category</b>	<b>Budgeted Amount</b>	<b>In-Kind/Other Funding Source</b>	<b>Total</b>
Salaries			
Fringe			
Contractual			
Supplies/Materials			
Business Travel			
Equipment			
Training			
Flex Funds			
Other (specify below)			
Total			

- B. Provide cost per case as indicated below:

Case rate = \$\_\_\_\_\_ x \_\_\_\_\_ (number of children) = \_\_\_\_\_\*

\*This amount should match the amount on the Total line in the Budget above.

**Harford County Department of Community Services,  
Local Management Board**

**Budget Narrative: Children In Need of Supervision (CINS) Program**

Provide a detailed justification for each line item in the Budget. The Budget Narrative should explain how the costs were estimated (how the offeror derived the dollar amounts stated) and justify the need for the cost, giving enough detail to tie the costs to the project's activities and proposed goals. When costs seem unusually high or low, the budget narrative can provide the needed explanation.

- A. For each line item of the budget, itemize how each cost was derived (Example: Business Travel – 100 miles @ .50/mile = \$50 per month X 12 months = \$600).
- B. Also provide a brief explanation for the need of the cost. The explanation can be a statement (Example: Cost based on established IRS rate to reimburse expenses incurred by providers traveling to meet with clients and their families). However, be sure to include as much information as needed to justify the expense, remembering that something that seems obvious may be less clear to a third party that is not familiar with the program.
- C. When preparing the budget narrative:
  - 1. Make sure the narrative matches the budget line items exactly
  - 2. Make sure the total amount is commensurate with the outcome
  - 3. Include actual, reasonable and necessary costs

## Attachment #1

### Federal Nutrition Programs and Participant Eligibility Guidelines

Program	Eligibility		Contact	If eligible, may also be eligible for:
Food Supplement Program (Food Stamps)	Child/Family	For most families with children the family's gross income cannot exceed 200% of the federal poverty level. Other households must have gross income below 130% of the federal poverty level. Other factors, such as an elderly or disabled family member living in the home, may change this eligibility standard.	Contact the local Department of Social Services to determine eligibility and to submit an application. One may also apply online at: <a href="http://www.marylandsail.org">www.marylandsail.org</a> .	School Breakfast and School Lunch program (Free and Reduced Priced Meals), WIC
	Organization	n/a		
Free and Reduced Price School Meals	Child/Family	Children from families with incomes at or below 130% of the poverty level are eligible for free school meals. Children from families with incomes between 130% and 185% of the poverty level are eligible for reduced-price school meals. These students pay no more than 40 cents for lunch and 30 cents for breakfast.	Contact the front office or the nutrition department at the child's school for a meal benefit application. One can apply at any time during the school year.	Food Supplement Program (food stamps), School Breakfast Program, School Lunch Program, and WIC
	Organization	n/a		
School Breakfast Program	Child/Family	All students may participate in the School Breakfast program. Based on family income, students are eligible for breakfast in the free, reduced or paid category.	Contact the front office or the nutrition department at the child's school for information on what time breakfast is served or to get a meal benefit application for free and reduced priced meals. One can apply at any time during the school year.	(See Free and Reduced Price School Meals above)
	Organization	All public elementary schools with 15% or more students eligible for free or reduced meals must have a school breakfast program.		
At-Risk Afterschool Supper Program	Child/Family	Children must be 18 years and under.	Contact the Maryland State Dept. of Education (MSDE) School & Community Nutrition Programs Branch at 410.767.0214 to determine the program's eligibility.	School Breakfast and School Lunch program (Free and Reduced Priced School Meals)
	Organization	Eligible afterschool programs include: those operated by a school, public agency, or private nonprofit organizations ( <i>i.e.</i> , Boys and Girls Club or community action agency); program centers in areas served by a public school where at least 50% of the enrolled children are eligible for free or reduced-price meals; programs must offer educational or enrichment activities (ie, tutoring, arts and crafts, life skills, etc.).		
Summer Food Service Program (SFSP)	Child/Family	Children must be 18 years and under.	Contact the Maryland Hunger Hotline at 1.877.731.9300 to locate a Summer Food site in your area.	School Breakfast and School Lunch program (Free and Reduced Priced School Meals)
	Organization	Organizations eligible to become SFSP sponsors include: public or private nonprofit schools, public or private nonprofit residential summer camps, National Youth Sports Program participants, and private, nonprofit organizations. Eligible agencies include those in areas served by a public school where at least 50% of the enrolled children are eligible for free or reduced-price meals or when 50% of children enrolled in a program qualify.	Contact the Maryland State Dept. of Education (MSDE) School & Community Nutrition Programs Branch at 410.767.0225 to determine the program's eligibility.	
Women, Infants and Children Program (WIC)	Child/Family	Target population is low-income (up to 185% of poverty level) and nutritionally at risk: Women: pregnant women (through pregnancy and up to 6 weeks after birth or after pregnancy ends); breastfeeding women (up to infant's 1st birthday); non-breastfeeding postpartum women (up to 6 months after the birth of an infant or after pregnancy ends) Infants: up to 1st birthday Children: up to 5th birthday	Call the WIC Hotline (1.800.242.4942) to locate the WIC office near you. The local WIC office will determine eligibility.	Food Supplement Program (food stamps)
	Organization	n/a		

## Attachment #2

### Effective Intervention Categories and Definitions

#### Evidence-Based Practice, Promising Practice, & Practice-Based Evidence: What's the difference?

The purpose of this document is to educate providers, policymakers, and others interested in effective interventions about three categories of available interventions. Understanding the ways in which interventions differ could influence the selection and adoption of a new intervention. These categories are evidence-based practice (EBP), promising practice, and practice-based evidence (PBE).

**Evidence-based practice (EBP)** refers to the integration of the best available research with clinical expertise in the context of youth and family characteristics, culture, and preferences. In other words, the effectiveness of an EBP to help children and families reach desirable outcomes is measured by three vital components:

- 1) Extent of scientific support of the intervention's effects, particularly from at least two rigorously designed studies;
- 2) Clinical opinion, observation, and consensus among recognized experts (for the target population);
- 3) Degree of fit with the needs, context, culture, and values of families, communities, and neighborhoods.

*How strong is the research?*

Better/best  
intervention  
More effective  
than other  
well-  
established  
techniques

Well-  
established  
intervention  
≥ 2 well-  
controlled  
studies

**Promising practice** refers to interventions that have *some* research evidence to indicate that they produce positive outcomes for children and adolescents. Promising practices require additional supporting research evidence to be considered evidence-based practices.

Promising  
intervention  
Some possible  
effects but  
needs more  
rigorous  
research

**Practice-based evidence (PBE)** refers to interventions and strategies that are accepted as effective by the local community (e.g., families, youth, providers, administrators). Therefore, PBE have been tested in the "real world"; however, they typically lack supporting research evidence.

Evaluated  
intervention  
but unclear,  
possibly neg.  
findings

#### References

- APA Presidential Task Force on Evidence-Based Practice. (2006). Evidence-based practice in psychology. *American Psychologist*, 61(4), 271-285.
- American Psychological Association. (2002). Criteria for evaluating treatment guidelines. *American Psychologist*, 57(12), 1052-1059.
- Kazdin, A. (2004). Evidence-based treatments: challenges and priorities for practice and research. *Child and Adolescent Psychiatric Clinics of North America*, 13(4), 923 - 940.
- Pires, S. (2002). *Building systems of care: A primer*. Washington, DC: Human Service Collaborative.

Not evaluated  
intervention

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